PROJECT TRACKER

For Writers Authors & Self-publishing gurus

PROJECT TRACKER

Who is it for?

Designed with self-publishers in mind, this versatile tracker accommodates a spectrum of genres and preferences. Whether you're jotting down book dimensions, noting preferred fonts, or brainstorming ideas, the PROJECT TRACKER effortlessly adapts to your needs.

Say goodbye to frantic page-flipping and hunting down elusive notes. Everything you need can now be neatly captured in one spot.

The PROJECT TRACKER simplifies organization and enhances workflow efficiency with its intuitive "flick and tick" approach.

And the best part: it's completely customizable. Whether you're a romance novelist, children's author or Low content creator, this practical resource tool can help streamline your book creation journey.

Think of it as your trusty sidekick, always by your side to keep you organized. It's like having your own personal assistant, minus the coffee runs.

How to use the TRACKER:

- This TRACKER is designed to help you navigate each stage of the book creation journey and stay on track.
- Start by inserting the title and type of book using the fields provided on the first page. Four pages have been allocated to each book project.
- Record your progress as you complete required tasks.
- To access projects fast, insert the book title on the Project Name page, which acts as an index page.
- A resource page has been included for your reference. RathertonsPress is not affiliated with any service listed. It is always advisable to conduct your own research. Review their portfolios, and read client testimonials to ensure they align with your specific needs.

Wishing you success with all your book projects.

SAMPLE

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RathertonsPress
P.O.BOX 76
Forest Hill, VIC, 3131
Australia
Email: contact@rathertonspress.com

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Project Name	page
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PROJECT TRACKER

START DATE 15 / Mar / 2024

BOOK TITLE: Project Tracker

BUDGET:

SUB TITLE: For Writers Authors & Self-Publishing gurus

- Fiction ☐
- non-Fiction ☐
- Low-Content ☒
- Graphic Novel ☐
- Juvenile fiction ☐
- Kids Picture-Book ☐

PRODUCT	ISBN	Dimensions/File Size/Font size
HARD COVER	N/A	
Cover & Int	MATT ☐ GLOSS ☐ Paper col : (W) C	Paper GSM ☐ Full Bleed (Y) N
PAPER BACK	ASIN: MOD2075034	8.5''X 11'' OR 21.59 X 27.94 CM
Cover & Int	MATT ☒ GLOSS ☐ Paper col: W C	Paper GSM ☐ Full Bleed Y N
eBook Files:	EPUB ☐ MOBI ☐ PDF ☒	
AUDIO Files:	WAV ☐ MP3 ☐ Other ☐	N/A
FONTS USED	Agency FB	H1 22pt H2 20pt
		Sub-Head 14pt txt 11pt

IDEAS

- ☑ Design a project tracker for authors to input relevant information
- ☐ regarding their book projects. Create it so the info can be accessed at
- ☐ a glance when needed.
- ☐
- ☑ It must include relevant sections and stages typically relating to the
- ☐ creation and outputting a book.
- ☐
- ☑ Provide extra space to jot or brain-storm ideas or add additional
- ☐ information if needed.
- ☐
- ☐
- ☐

TASKS TO DO:	Started	Completed
Research Topic	14 / Mar / 2024	16 / Mar / 2024
Source low content pages	16 / Mar / 2024	17 / Mar / 2024
Write outline for ghostwriter OR	17 / Mar / 2024	21 / Mar / 2024
Begin story outline	N/A	
ISBN Purchased & allocated (if applicable)	N/A	

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TASKS TO DO	Y	N	N/A	DATE
Beta readers sourced	☐	☐	☒	
Manuscript received from ghostwriter	☐	☐	☒	
First draft edited and sent to beta readers	☐	☐	☒	
Low content pages sourced or created	☒	☐	☐	
Write brief for illustrator OR commence illustrations	☐	☐	☒	
ISBN Meta Data uploaded to BOWKER	☐	☐	☒	

NOTES

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MID STAGE	COMPLETED Y	N	Note
Manuscript received from Beta readers	☐	☒	
Required changes to manuscript underway	☐	☒	
Illustration roughs received	☐	☒	
Illustrations approved or amendments requested	☐	☒	
Launch Team & Mailing list created	☐	☒	
Low content book formatted	☒	☐	Updated file 29/03/24

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PROGRESS

FINAL STAGES	Y	N	N/A	Date
Manuscript sent to Editor	☐	☐	☐	
Final check of low content book	☐	☐	☐	
Illustrations received	☐	☐	☐	
Cover Design Completed	☐	☐	☐	
Write sales page blurb	☐	☐	☐	
Optimize Keywords	☐	☐	☐	

LOOSE ENDS & ADDITIONAL TASKS

- ☐ .....
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READY TO PUBLISH?	Y	N	N/A	Date
Interior formatted, PDF checked and uploaded	☐	☐	☐	
Cover PDF created and uploaded	☐	☐	☐	
eBook formatted	☐	☐	☐	
Launch posts generated	☐	☐	☐	
Draft copy ordered	☐	☐	☐	

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READY TO LAUNCH?	Y	N	N/A	Date
eBook approved & uploaded	☐	☐	☐	
Draft copy received & approved	☐	☐	☐	
Promo's set up	☐	☐	☐	
1st post sent to Launch Team	☐	☐	☐	
Promo's announced on social media	☐	☐	☐	
Book signing events organized	☐	☐	☐	
Review requests sent out to Launch Team	☐	☐	☐	
Reach out again to Launch Team and share your results	☐	☐	☐	

REFLECTIONS & Take aways

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BREAKDOWN OF COSTS	Sub Total	Total
no of Units moved during launch	eBook ☐ PB ☐ HC ☐	
Ghoastwriters Fee		
Illustrators Fee		
Editorial Fees		
Addvertising		
Cover Design Fee		
Print cost per Paperback		
Print cost per Hardcover		
	TOTAL COSTS:	

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RESOURCES

Platforms You can sell books on

Authors can also sell eBooks directly through their own websites using e-commerce plugins or platforms like WooCommerce (for WordPress) or Shopify. Refer to your host's recommendations.

Website: Amazon KDP https://kdp.amazon.com/	Amazon Kindle Direct Publishing (KDP): Amazon's self-publishing platform allows authors to publish and sell eBooks and paperbacks worldwide.
Website: Apple Books https://www.apple.com/apple-books/	Apple Books (formerly iBooks): Apple's platform for distributing eBooks to iOS devices, Macs, and Apple Books app on Windows.
Website: Barnes & Noble Press	Barnes & Noble Press: Barnes & Noble's self-publishing platform for eBooks and print books, reaching readers on BN.com and in Barnes & Noble stores.
Website: Kobo Writing Life	Kobo Writing Life: Kobo's self-publishing platform for eBooks, offering distribution Kobo devices and apps.
Website: Draft2Digital https://www.draft2digital.com/	Draft2Digital: A self-publishing platform that distributes eBooks to multiple online retailers, including Amazon, Apple Books, Barnes & Noble, and Kobo.
Website: Lulu https://www.lulu.com/	Lulu: A self-publishing platform that offers distribution services for eBooks and print books.
Website: BookBaby https://www.bookbaby.com/	BookBaby: A self-publishing platform that offers eBook distribution to major online retailers and print-on-demand services.

FB Groups

These groups often have active communities of authors and readers willing to support indie publishers, share tips, exchange reviews, and help promote each other's work. Make sure to review each group's rules and guidelines before posting to ensure your content aligns with their policies.

Indie Author Support Group	https://www.facebook.com/groups/indieauthorsupportgroup/
Indie Authors & Readers	https://www.facebook.com/groups/indieauthorsreaders/
Indie Author Book Club	https://www.facebook.com/groups/IndieAuthorBookClub/
Indie Authors Unite	https://www.facebook.com/groups/IndieAuthorsUnite/
Book Review Club	https://www.facebook.com/groups/TheReviewClubGroup/
Readers Coffeehouse	https://www.facebook.com/groups/BookReviewersClub/
Book Reviewer's Club	https://www.facebook.com/groups/TheReviewClubGroup/
Book Review Exchange Group	https://www.facebook.com/groups/BookReviewExchangeGroup/

FB Groups for Children's books & book Awards

These groups have active communities of authors and readers willing to support children's book authors. You can share tips, exchange reviews, and help promote each other's work. Make sure to review each group's rules and guidelines before posting to ensure your content aligns with their policies. **NOTE:** Award sites usually charge a fee either during the submission process or if & when your book is accepted.

https://www.facebook.com/groups/KindleKidsBooks	http://www.indiebookawards.com/
https://www.facebook.com/groups/AuthorsAndILLustrators	http://www.moonbeamawards.com/
https://www.facebook.com/groups/childrenbookclub	https://www.readersfavorite.com/
Ihttps://www.facebook.com/groups/HappyChildrenRhymingBooks	http://www.writersdigest.com/
https://www.facebook.com/groups/GreatStorybook	http://www.nautilusbookawards.com/
https://www.facebook.com/groups/BooksForChildren	http://www.bestindiebookaward.com/live/
https://www.facebook.com/groups/1836452183243396	https://www.momschoiceawards.com/
https://www.facebook.com/groups/319221818420636	http://www.parents-choice.org/callforentries/awardscalendar.cfm
	http://www.parents-choice.org/callforentries/awardscalendar.cfm
	http://www.independentpressaward.com/

RESOURCES

Editors & formatting services

These services have earned reputations for their professionalism, quality of work, and reliability in serving self-published authors. However, it's always advisable to research each service further, review their portfolios, and read client testimonials to ensure they align with your specific needs and preferences.

Reedsy: Reedsy offers a marketplace of professional editors vetted for quality.

BookBaby Editing Services: BookBaby provides professional editing services tailored to self-publishing authors.

Editorial Freelancers Association (EFA): EFA is a professional organization offering a directory of freelance editors.

Australian Publishers Association (APA): APA provides resources for finding editors and other publishing services in Australia.

Australian Freelance Editors Network (EFAN): EFAN provides a directory of freelance editors.

BubbleCow: Specializes in manuscript assessments and editing for self-publishing authors.

The Book Edit: Offers manuscript critiques and editing services.

Publishing Association of New Zealand (PANZ): Provides resources for authors, including finding editorial services.

Pineapple White Media: Pineapple White Media offers book formatting services alongside editing, cover design, and publishing support for UK authors. https://www.pineapplewhitemedia.co.uk/

Author Support Services: Author Support Services provides book formatting services along with editing, design, and publishing support for Australian authors. https://www.authorsupportservices.com/

DigiWriting: DigiWriting offers book formatting services tailored to self-published authors, ensuring professional layout and design. https://www.digiwriting.com/

The Book Khaleesi: The Book Khaleesi specializes in book formatting services for self-published authors, ensuring professional-quality layouts. https://thebookkhaleesi.com/

Useful Apps

These resources cater to various writing needs and preferences, from organization and distraction-free writing to grammar checking and collaboration. Authors can explore these tools to find the ones that best suit their workflow and writing style.

Microsoft Word: A widely used word processor offering various features for writing, formatting, and editing manuscripts.

Grammarly: An AI-powered writing assistant that helps authors with grammer, spelling, puctuation, style, and tone.

ProWritingAid: A writing improvement platform that offers grammer checking, style editing, and writing analysis.

Hemingway Editor: A tool that highlights complex sentences and common writing errors to improve readability.

Evernote: A note-taking app that allows authors to capture ideas, research, and organize their thoughts for writng projects.

Scrivener: A powerful content-generation tool for writers that allows for organization, note-taking, and drafting within one application.

FocusWriter: A distraction-free writing environment that helps authors stay focused on their writng goals.

Ulysses:A writing app for macOS and iOS that offers a clean interface and powerful writing features.

LibreOffice Writer: An open-source word processor that provides a range of features for writing and editing manuscripts.

Google Docs: A free, cloud-based word processor that enables collaborative writing and offers basic formatting features.